

OFFICE OF EDUCATION (OE)

OFFICIALS IN CHARGE EDUCATION WORK INSTRUCTION (EWI-1001)

Approved by: Leland Melvin, Associate Administrator for Education **LDM**
Date: July, 2011

EWI-1001 applies to NASA Office of Education

The Associate Administrator (AA) for Education established the following order of precedence for officials in charge for Civil Servants in the Office of Education.

When in the office, the official in charge order of precedence is:

- AA for Education
- Deputy AA for Planning, Policy and Evaluation
- Deputy AA for Program Integration
- Executive Officer

When senior managers are absent, the acting official in charge will be the first permanent Office of Education staff member on the list below who is physically in the office. The AA or a Deputy AA may supersede this order of precedence by an email directive sent to the "Code N" email list.

- Higher Education Program Manager
- Elementary and Secondary Education Program Manager
- Minority University Research and Education Program Manager
- National Space Grant College and Fellowship Program Manager
- Informal Education Program Manager

In the absence of a Program Manager or alternate designation, the acting official in charge will be:

- Manager, Budget
- Manager, Strategic Portfolio Accountability and Policy

Responsibilities of the acting official in charge include representing OE senior managers at meetings chaired by the Administrator or other NASA AAs, responding to and/or coordinating responses to unanticipated requests, allocating non-routine assignments, providing signature authority for routine documents, and maintaining awareness of staff activities. Acting officials in charge do not have authority to initiate new work or commit significant resources outside of their normal capacity without the approval of senior managers.